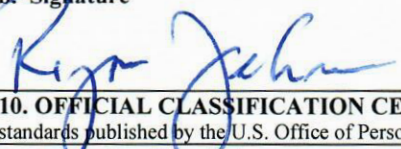
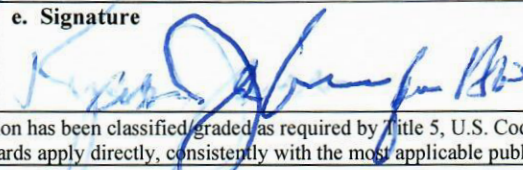
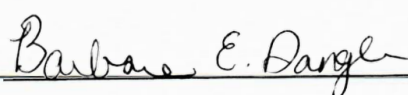


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPGS17002	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Misc Admin & Prog Series, GS-0301, TS-34, 1/79; U.S. OPM AAGEG, TS-98, 8/90.					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Deputy White House Liaison	GS	0301	11	001
<b>4. Supervisor's Recommendation</b>	Deputy White House Liaison	GS	0301	11	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Brock Terwilleger			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator			
b. Signature 	c. Date 9/13/18	e. Signature 		f. Date 9/13/18	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code N/A
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature 		j. Date 11/2/18
11. REMARKS Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

# **DEPUTY WHITE HOUSE LIAISON**

**GS-0301-11**

## **I. INTRODUCTION**

The purpose of this position is to serve as Deputy White House Liaison in the Office of the Administrator, Immediate Office, with responsibility for assisting the White House Liaison on confidential and sensitive duties regarding personnel and related issues.

The incumbent of the position requested for Schedule C exception will not be able to adequately perform his/her duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will support the White House Liaison operationally in hiring process and tracking information on political appointees.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as Deputy White Liaison in the Immediate Office of the Administrator. In this capacity, the incumbent supports the White House Liaison operationally in the hiring process of Schedule C and Non-Career SES staff; tracks basic information about political appointees and provides that information to the White House on a regular basis when requested. The incumbent will facilitate political appointees' requests that involve White House access or approval and organize regular meetings of all political appointees or appropriate sub-groups of political appointees. The incumbent will provide organizational support to the Administrator's office as directed by the White House Liaison and Chief of Staff.
2. Assists the White House Liaison on a variety of confidential assignments associated with the coordination of sensitive issues with the White House, Congress, industry, public interest groups, and others. Reviews and coordinates sensitive reports, documents and other materials of special concern to the Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's point of view.
3. Assists the White House Liaison when he/she meets with high level officials from the White House, other Federal and non-Federal agencies, representatives of interested groups, as well as other EPA officials, to ascertain problems and to advise and coordinate on all aspects of sensitive personnel issues.
4. Provides advice to the White House Liaison and Chief of Staff and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational or program matters.
5. Responsible for staying abreast of all policies, programs and procedures of an Agency- wide scope and knowledge of substantive program and organizational interrelationships. Assists the White House Liaison with the compilation and review of all briefing materials for the Administrator's use for public appearances and out-of-town

engagements to ensure the documents reflect the Administrator's point of view, Agency policy and the Administration's priorities.

6. As requested, attends meetings with the White House Liaison and senior management officials for fact finding, problem solving and negotiation. Assists the White House Liaison with preparing reports and analyses for presentation to senior managers, as required.

7. As requested, assists on special assignments with the White House Liaison on matters of special concern or interest to senior management.

8. Performs other duties of a close and confidential nature, as assigned.

### **III. FACTOR LEVEL DESCRIPTIONS**

#### **Factor 1 - Knowledge Required by the Position**

**Level 1-7 (1250 points)**

Extensive knowledge and understanding of administrative principles, practices, methods and techniques, and skill in integrating management services with the hiring process and requests from the White House regarding political appointees.

Knowledge and skill in applying analytical and evaluative methods and techniques to a wide variety of issues concerning the effectiveness of administrative operations.

Ability to develop procedures for the conduct of administrative support functions for management as well as resolution of the difficult every-day problems encountered in the organization serviced.

Knowledge of EPA regulations and policies, pertinent laws, regulations, policies and precedents which affect administrative operations including human resource management.

Interpersonal skill in presenting recommendations and negotiating solutions.

#### **Factor 2 - Supervisory Controls**

**Level 2-4 (450 points)**

The supervisor and employee develop mutually acceptable work plans which typically include identification of the work to be done, the scope of the work, and deadlines for its completion. Within established work assignments, the employee is responsible for planning and organizing work, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the work. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed assignments, projects, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

#### **Factor 3 - Guidelines**

**Level 3-3 (275 points)**

Guidelines consist of standard reference material and manuals covering the application of analytical methods and techniques and the subjects involved. Analytical methods are not always directly applicable to specific work assignments; however, precedent studies of similar subjects are available for reference. At this level, work assignments are covered by a wide variety of

administrative regulations and procedural guidelines. The employee must use judgment in researching regulations, and in determining the relationship between guidelines and organizational efficiency and program effectiveness.

**Factor 4 - Complexity**

**Level 4-4 (225 points)**

Plans and implements administrative programs for an organization. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program. The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. Refines existing work methods and techniques for application to the analysis of specific issues and resolution of administrative problems.

**Factor 5 - Scope and Effect**

**Level 5-3 (150 points)**

The incumbent plans and carries out projects to improve the efficiency and productivity of the organization and employees in administrative support activities. At this level, the employee identifies, analyzes, and makes recommendations to resolve conventional problems and situations in work-flow, human resources functions, organizational structure, and administration related to political appointees. Employees may be assigned portions of broader studies of largely administrative organizations or participate in the evaluation of program effectiveness at the operating level. Completed reports and recommendations influence the White House Liaison and managers' decisions by concerning coordination of sensitive issues with the White House, Congress, industry, public interest groups, and others. Applies accepted principles, methods, and guidelines to the clerical aspects of program implementation at the operating level.

**Factor 6/7 - Personal Contacts/Purpose of Contacts**

**Level 3c (180 points)**

Contacts consist of persons internal and external to the agency, including the EPA Administrator, and high level officials from the White House, other Federal and non-Federal agencies, representatives of interested groups, as well as other EPA officials.

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on administrative operations. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8 - Physical Demands**

**Level 8-1 (5 points)**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9 - Work Environment**

**Level 9-1 (5 points)**

The work is typically performed in an adequately lighted and climate-controlled office.

**Total Points: 2540**

**GS-11 Grade Range: 2355-2750**